

## MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: February 21<sup>st</sup>, 2017 at 5:05pm  
Location: Renfrew Public Library Program Room

### MINUTES

#### 1. Welcome and Roll Call

Members Present: Lynda Janney – Chair, Andrew Evans – Councillor, Donna Clark, Kate Windle – Councillor, Margaret Maloney and Kelly Thompson – CEO  
Regrets – Bill Mooney

#### 2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting of January 17, 2017
- CEO/Library Activity Report of January/February 2017
- Monthly statistics
  - Kelly noted that the book statistics are rising and some are the highest since 2014.
  - **Reminder:** Kelly to check the children's statistics from the December/January CEO's Activity Report

**MOTION:** *Moved Andrew and seconded by Donna that the Consensus Agenda be accepted. Carried.*

#### 3. Conflict of Interest

#### 4. Financial Statement

- Monthly financial statement
- Update on Budget (**Addition to Agenda**)

- Budget workshop is happening in March. Once Council finalizes the budget for 2017, Kelly will ensure all members receive a copy of the approved 2017 figures.

**MOTION: Moved Andrew and seconded by Kate that the Financial Statement for January 201 be accepted. Carried.**

## **6. Business Arising from the Minutes**

- Review 2016 work plan and discuss 2017 work plan
  - Discussion revolved around what has been accomplished and what is looking to be accomplished in 2017
  - Kelly noted that tasks which are still on-going from 2016 have been carried over into the 2017 work plan
  - Members noted that the 2017 plan appears well-rounded and covers all strategic directions
- Update on banking options
  - Kelly will meet with Kelly Coughlin and a representative from one of the local banks in April to discuss possible banking options
- Update on possible production/show
  - Due to time restraints and workload, Kelly has not had a chance to connect with Richard Leavoy regarding a possible production focusing on the library
  - Kate has offered to write the narrative for the 28 min production
  - Discussion will also include staff opinions and input
  - Kate would like to include things in the production such as discussion of Code of Conduct, etc.
  - Would like to know why people love the library
- Update on Board vacancy
  - Discussion regarding how many members can sit on the Renfrew Library Board.
  - As per the Town bylaw, the board can have 7 members.

- Discussion of floor plan and update on progress
  - The moving and re-arranging began in earnest on Family day weekend. Staff, their spouses, and several men from Mackay Manor generously donated their time and energy to assist in moving shelving and materials. The process will continue and hopefully be complete by March 22, 2017

## **7. New Business**

- 2017 RPL Board agendas
  - The Board Agenda is a plan for the Board to follow in order to stay on track for the coming year
  - Lynda and Kelly are working on 2016 Annual Reports and will present to the Board when complete'
  - Lynda and Kelly will give a presentation to council in September
  - Also begin working on budget in September
  - In the fall of 2017, it is time to begin strategizing for how the next strategic plan will roll out, as it's important for the incoming board (which will follow the next municipal election) to have a plan to follow
  
- Summary of OLA Super conference from Kate and Kelly
  - Discussed the reports submitted by Kate and Kelly regarding the Ontario Library Association Super Conference 2017
  - Kate mentioned that a couple of the sessions she attended focused on the two hats that council members who sit on the library board must wear
  - Kate also discussed successful partnerships that other libraries have had with Community Living, local food banks, and volunteers
  - Kelly 's report outlined the informative sessions she attended
  - It was noted by Kelly how great it would be if a staff member could attend with the CEO on a yearly basis as the conference offers great learning and networking opportunities

- Summer student grant
  - Kelly has applied for two (2) summer students for 2017
  - The idea is that one student would be dedicated to the children's reading program and the other would be involved in outreach using a pop-up library model
  
- Visit with Heritage Renfrew
  - Kelly was given a tour of Heritage Renfrew by Darlene Mask and was amazed at the amount of local history materials held in such a small area. Kelly noted that she feels the work being done by those volunteers is wonderful. She also noted that the Library will support Heritage Renfrew through displays, programs or shared events when possible.
  
- Possible closure dates (**Addition to Agenda**)
  - Kelly asked the Board to consider allowing the Library to close on March 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>, 2017 in order for computer wiring to be rerouted, shelving to be moved and collections to be moved around.
  - A Grand Re-Opening event will happen on March 23<sup>rd</sup>, 2017

**MOTION: Moved Kate and seconded by Margaret that the Renfrew Public Library be closed to the public March 21, 22 and 23, 2017. Carried.**

**8. Next Meeting – March 21<sup>st</sup>, 2017 at 5pm**

**9. Adjournment at 6:05pm**